

MFASIS ACCOUNTING SYSTEM

ALLOTMENT

Function: Process Allotments

OBJECTIVES:

To establish Allotments on the MFASIS Accounting System.

SOURCE DOCUMENTS NEEDED:

- Approved budget work program
- Approved financial orders
- Approved budget orders

PROCEDURES:

See User Procedure Section

SYSTEM INPUT:

See System Input Section

SCREENS TO BE USED:

Allotment (AL)

PROCEDURES FOR PROCESSING ALLOTMENTS WILL BE DISTRIBUTED AT A LATER DATE

MFASIS ACCOUNTING SYSTEM

ALLOTMENT
APPROPRIATION/TRANSFER APPROPRIATION FORMS
NARRATIVE

Function: Process Allotments

NARRATIVE

This narrative describes in general terms how MFASIS will process allotments. Allotments will be established using the AL transaction. The AL transaction can also be used to increase or decrease previously recorded allotment amounts. An allotment is a quarterly breakdown of the appropriation amount for a particular fiscal year.

Each appropriation record in MFASIS will have four allotment records in the Allotment (EALL) Master Table, which can be established using one AL transaction (using four AL screens). Before an allotment can be entered into MFASIS, an appropriation must be set up using the AP transaction. It should be noted that when an appropriation is established in MFASIS, an AL transaction must also be processed to enter the Allotment amounts into the system. The allotment control option has been set up in the Fund Master Table. The control option has been set to Full Control "C".

AL transactions will be entered into the MFASIS initially at the beginning of each fiscal year via an automated interface with the Bureau of the Budget. Any AL transactions processed during the fiscal year will be approved by the Bureau of the Budget and entered into MFASIS by an automated interface tape provided by Budget.

When an appropriation is established, increased or transferred through the AP or TA transaction, an AL transaction must be processed to modify the Allotment amounts. The financial order which is used as an input document for the AP and TA transactions will also be used for the AL transaction. A budget order is used to bring allotment out of reserve.

Allotment amounts will be maintained in the Allotment (EALL) Master Table and may be viewed on-line through the allotment table inquiry.

ACCOUNTING ACTIVITIES

Allotments will not be lapsed at the end of each quarter by moving them into an allotment reserve account. Instead, the available amount will be frozen by the system and become unavailable for spending. This concept will be used to "lapse" available allotments in MFASIS.

DETERMINING SUFFICIENT ALLOTMENT OR CASH

Before entering a payment voucher(PV) transaction into MFASIS, it is recommended that agency accounting staff verify allotment sufficiency to cover the transaction. Available allotment can be determined using the following method:

MFASIS ACCOUNTING SYSTEM

ALLOTMENT
APPROPRIATION/TRANSFER APPROPRIATION FORMS
NARRATIVE

1. Access the Allotment table (EALL)
2. From the EALL table retrieve a) the unobligated amount for the appropriate quarter (the unobligated balance is computed on the system as the allotment amount less the encumbered and the expended) and the b) the pre-encumbered amount.
3. Calculate the available allotment amount as follows:
 - the unobligated amount
 - less the pre-encumbered
 - less the amount of the transactions with agency approval and awaiting final central Bureau approval in the SUSF file. (This figure is available on a daily basis through the Unposted PV's and RE's report).
 - equals the available allotment
4. Determine if sufficient allotment is available to cover the transaction(s) to be processed.

It is not necessary to verify sufficient cash at the time of the transaction entry on the MFASIS accounting system for general fund and highway fund accounts. System edits to verify cash sufficiency will occur at the time of disbursement (check issuance). It is recommended, however, for all other funds, except general and highway, that cash sufficiency be verified at the time of transaction data entry. Cash sufficiency can be determined by accessing the EAPL table using the first two digits of the appropriation unit.

FORMS

All allotments are to be entered into MFASIS with an automated interface from the Bureau of the Budget's Budget system.

MFASIS ACCOUNTING SYSTEM

ALLOTMENT
APPROPRIATION/TRANSFER APPROPRIATION FORMS
FORMS

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FORMS

A. ALLOTMENT FORM

(USE AN AGENCY SPECIFIC FORM TO RECORD ALLOTMENTS)

MFASIS ACCOUNTING SYSTEM

ALLOTMENT
APPROPRIATION/TRANSFER APPROPRIATION FORMS
USER PROCEDURES

Function: Process Allotments

USER PROCEDURES

ON-LINE AGENCIES

A. PROCESS ALLOTMENTS

FREQUENCY TRIGGER	RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
1. Agency prepares an annual work program, or a financial order.	Agency budget staff	Follow agency internal procedures for review and validation of work programs and financial orders. Prepare for processing: a) complete an agency specific allotment input form b) attach the allotment form to the work program or financial order. Submit the work program or financial order and supporting documents to the Bureau of the Budget.
2. Receipt of agency work program or financial order.	Bureau of the Budget	Review and consolidate the agency work programs to produce a consolidated State work program. Submit the work program to the Governor as a financial order, or submit the agency financial order directly for approval.
3. Receipt of gubernatorial approval.	Bureau of the Budget	Produce an approved work program. Send hard copy of agency allotment form and approved work order program to the Bureau of Accounts and Control Data Entry.
4. Receipt of approved work program information.	Bureau of Accounts and Control Accounting Division	Through budgeting interfaces extract allotment information from the Budget System work program.

MFASIS ACCOUNTING SYSTEM

ALLOTMENT

APPROPRIATION/TRANSFER APPROPRIATION FORMS

USER PROCEDURES

FREQUENCY TRIGGER		RESPONSIBLE UNIT/EMPLOYEE	PROCEDURES
			Convert to MFASIS account code structure. Access the MFASIS accounting system. Enter AL transaction data into the system from tape. See system input instructions on how to process an AL transaction.
5.	Receipt of Transaction Reject Report.	BAC Accounting Division	Correct allotments rejected on overnight edits.
6.	Receipt of allotments accepted by the system.	Bureau of Accounts and Control-Accounting Division	File document for one year.

MFASIS ACCOUNTING SYSTEM

ALLOTMENT
SYSTEM INPUT

Function: Process Allotments

SYSTEM OVERVIEW

Allotment data from the approved Work Program, Financial Order or Budget Order is entered into the system via a terminal as an Allotment transaction. Allotment transfers between appropriations must be treated as two separate AL transactions. For example, when a financial order is used to transfer appropriation amounts (a TA transaction), two AL transactions must be processed to transfer the allotment amounts. Only users with the proper authority can process AL transactions. Allotment authority is set up on the security tables. All MFASIS document transactions will have a unique document Id number. Document Id number is composed of three parts: transaction code, agency code and document number. Transaction code is the two-character field which identifies the type of transaction being processed, in this case, AL. Agency is the three character field which identifies the agency responsible for this document. Document number is a unique eleven-character field which identifies individual documents. Document numbers for allotments will be assigned by the Bureau of Accounts and Control. The following data elements are required on an AL transaction:

- DATE
- BUDGET FISCAL YEAR
- ALLOTMENT YEAR
- ACTION - add (a) or (c)
- FUND
- AGENCY
- ORGANIZATION - must be the appropriation level organization
- APPROPRIATION UNIT
- TOTAL ALLOTMENT AMOUNT
- ALLOTMENT PERIOD
- ALLOTMENT AMOUNT
- INCREASE/DECREASE

Data entered is validated against relevant reference files to assure that valid codes exist for the data and that the information is correct.

The AL transactions are approved by the Bureau of Accounts and Control. Approval authority is referenced in the Security Tables. Approvals by the Bureau of Accounts and Control is recorded on the Allotment transactions in SUSF.

AL transactions which contain the necessary approvals will update the Allotment Master Table (EALL) and the Budget Ledger (BUDLED).

Reject reports and transaction listings are generated daily.

MFASIS ACCOUNTING SYSTEM

ALLOTMENT SYSTEM INPUT

ALLOTMENT (EXTENDED) (AL)

FUNCTION:		DOCID: AL	10A	002153F0002	06/05/98 09:49:08 AM
STATUS: ACCPT		BATID:		ORG:	001-001 OF 001
H-		ALLOTMENT INPUT SCREEN			
ALLOT DATE:		ACCTG PRD:		BUDGET FY: 98	
ALLOT YEAR: 98				ACTION: C	
FUND: 013		AGENCY: 10A		ORGANIZATION: 0208	
APPROPRIATION UNIT: 012		TOTAL ALLOT AMOUNT:		270,000.00	
ALLOTMENT PERIOD		ALLOTMENT AMT		INC/DEC	
-----		-----		-----	
01-	04	270,000.00		I	
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					
11-					

The Allotment (AL) document records allotments for an appropriation. One allotment per document is allowed. This document also modifies existing allotments.

Field	Description
Date of Record	Default is the date the document is accepted. Enter the date (<i>mm dd yy</i>) that you want to associate with this document, usually the current date.
Acctg Period	Default is the accounting period associated with the Date of Record . If you want this entry recorded in a different accounting period, you must enter an open period (<i>mm yy</i>). You cannot enter a future accounting period.
Budget FY	Required. Enter the last two digits of the desired open fiscal year.
New/Reactivate/Modify [Action]	Default is New/Reactivate [E] . Valid values are: New/Reactivate [E] Indicates a new allotment period or reactivates an allotment. Modify [C] Modifies appropriation period or appropriation amounts.
Allotment Year	Required. Enter the allotment year. You cannot use an allotment year that is prior to the budget fiscal year.

MFASIS ACCOUNTING SYSTEM

ALLOTMENT SYSTEM INPUT

Field	Description
Fund	Required. Enter the fund for the allotment. If you are modifying an allotment, this field must match the fund on the original allotment. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency for the allotment. If you are modifying an allotment, this field must match the agency on the original allotment. See Agency Index (AGCY) for valid values.
Organization	Required. Enter the organization for the appropriation. If you are modifying an allotment, this field must match the organization on the original allotment. See Organization Index (ORGN) for valid values.
Appr Unit	Required. Enter a unit of appropriation. Refer to Appropriation Index (EAPP) for valid values.
Total Allot Amount	Required. Enter the total of the amount column; this is a net amount.
Allotment Period	Required. Enter a valid allotment period.
Allotment Amount	Conditional. If adding a new allotment, enter the full amount of the allotment. If modifying a previously entered allotment, enter the amount of increase or decrease. If Allotment Control Option is Full [C] on Fund (FUN2), the amount entered in this field cannot be less than the amount already obligated against this unit of appropriation.
Inc/Dec	Default is Default [blank] . If adding or changing allotment lines, select Increase [I] or Decrease [D] .